

**FIRST CIRCUIT COURT OF APPEALS
CLERK'S OFFICE**

**RECORDS CLERK
CL 22**

JOB ANNOUNCEMENT: 07-01

STARTING SALARY RANGE: \$24,184 to \$30,231 depending on experience.

TYPE OF APPOINTMENT: Full time, permanent

REQUIREMENTS: Candidates must have high school diploma or equivalent.

RESPONSIBILITIES: Sort, classify and maintain case records; file documents in a timely and accurate manner; monitor access to records; retrieve files and copy records for court personnel, attorneys and the general public; prepare and ship records to Federal Record Center; copy digital oral argument recordings for court personnel and general public.

APPLICATION DEADLINE: December 15, 2006

SEND COVER LETTER AND RESUME TO:

Donna Richmond, Executive Assistant
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2500
Boston, MA 02210

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Employees are considered at-will and are not covered by
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